

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2005 - JUNE 30, 2006**

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Clerk of the Board of Supervisors

Division/Unit:

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. _____	Hours _____	x	\$18.04	=	_____
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Types of work performed by GENERAL VOLUNTEERS in this category:

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol. <u>60</u>	Hours <u>360</u>	x	\$18.04	=	\$6,494.40
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

General clean-up on two parking lots and storm drains inlet, removed weeds on landscape Areas and assisted in moving office furniture and supplies.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____	x	_____	=	\$ _____

No. Vol _____	Total Hours _____	Total Value	\$ _____
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: _____	_____	\$ _____
2b: <u>60</u>	<u>360</u>	<u>\$ 6,494.40</u>
2c: _____	_____	\$ _____

TOTALS: _____	\$ <u>6,494.40</u>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>Cash/Holiday Tree</u>	<u>\$ 673</u>	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL VALUE \$ <u>673</u>
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4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 40 x Rate \$ 24.44 = \$ 977.60

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours \_\_\_\_\_ x Rate \$ \_\_\_\_\_ =

\$ _____
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- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS

=

\$

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 977.60

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 6,494.40
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 673
- ADD a + b \$ 7167.40
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 977.60)

TOTAL PROGRAM BENEFIT

\$ 6,189.80

**6. RECRUITING:**

Please describe your recruiting programs:

The Clerk of the Board promotes the County Volunteer Programs through the use of the County Television Network (CTN), distribution of brochure, the DHR Job Line, the COB web page and through recognition programs. The Clerk of the Board, Thomas Pastuszka promotes volunteerism in public addresses. This year he addressed the San Diego Lawyer's Club on volunteer opportunities and service on County Boards, Commissions and Committees.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Clerk of the Board Holiday Tree of Hope: An annual event that benefits the children at the San Pasqual Academy. Donated Ornaments are sold at the lobby of CAC Facility. These ornaments appearance are enhanced with the buyer's name or loved ones to decorate our Tree of Hope during holiday season.

Clerk of the Board facilitated recognition of volunteers from various county wide programs on a monthly basis. The selected honorees were recognized by the Board of Supervisors at a Board meeting which were televised, as well as featured on the County Volunteer website.

Likewise, the annual event honored 25 volunteers from 25 different programs.

The quarterly meetings bring the Volunteer Coordinators together in an informative forum to share ideas and experiences for ever richer volunteerism. One of the meetings featured a speaker from Volunteer San Diego, and another was hosted off-site by Parks and Recreation at Heritage Park.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2006-07:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Expand department use of Institutional Volunteer from parking lot clean-up and landscape maintenance to mechanical room maintenance.

Continue Holiday Tree Program as well as other fund raising activities.

Conduct quarterly meetings of volunteer coordinators.

Provide monthly and annual recognition opportunities for volunteers.

Serve as a resource to volunteers seeking placement and to department volunteer coordinators.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Isidoro Alvendia

Phone Number: (619) 531-6269 Mail Stop A-45 E-Mail

Volunteer Coordinator: Lixya Preston de Silva

Phone Number: 619-531-5782 Mail Stop A-45 E-Mail

10. **DEPARTMENT CERTIFICATION:**

Thomas J. Py -  
DEPARTMENT HEAD SIGNATURE

8.15.06  
DATE